QUICK SHEET: GRANTS DETAILS

Audience: Grantors (All Roles)

PURPOSE:

To instruct users on how to access the *Overview, Organization, History, Reports, Amendments, Messages, Restrictions, and Files* tabs.

GRANTS DETAILS KEY POINTS:

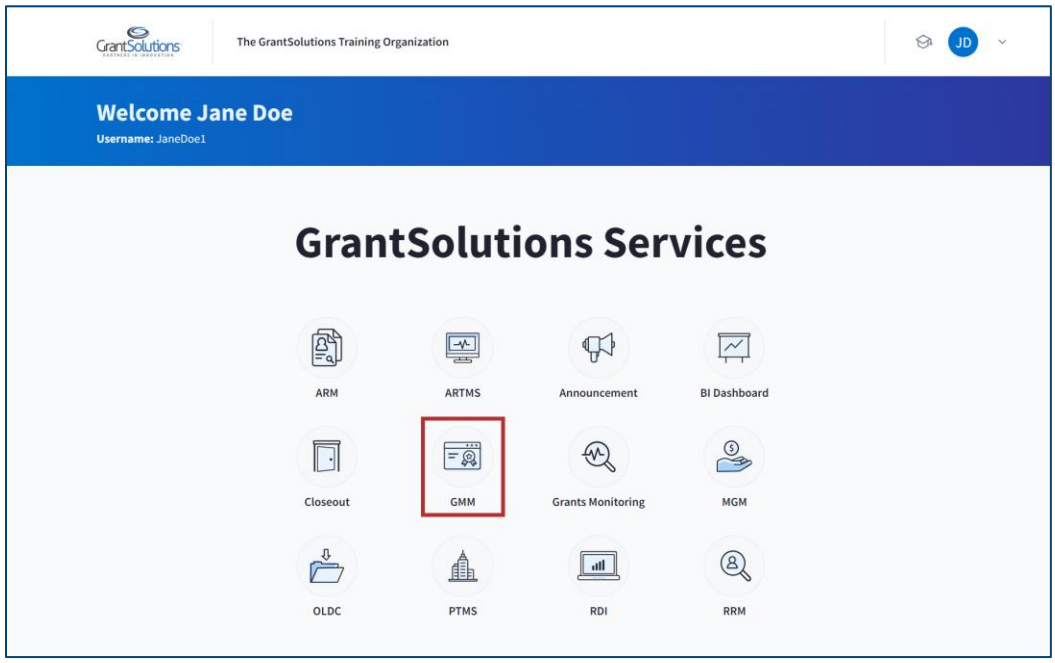
There are eight tabs in Grants List Details:

- **Overview:** Risk assessment warning, post-award actions, and current amendments in progress.
- **Organization:** Notice of award (NOA), recipient information, Recipient Data Insights, and Federal information.
- **History:** Application and NOA history.
- **Reports:** "*In the Works".*
- **Amendments:** View and manage amendments.
- **Messages:** View, send, and reply to Grant Messages.
- **Restrictions:** Track funding restrictions.
- **Files:** Upload, download, search, and filter grant files.

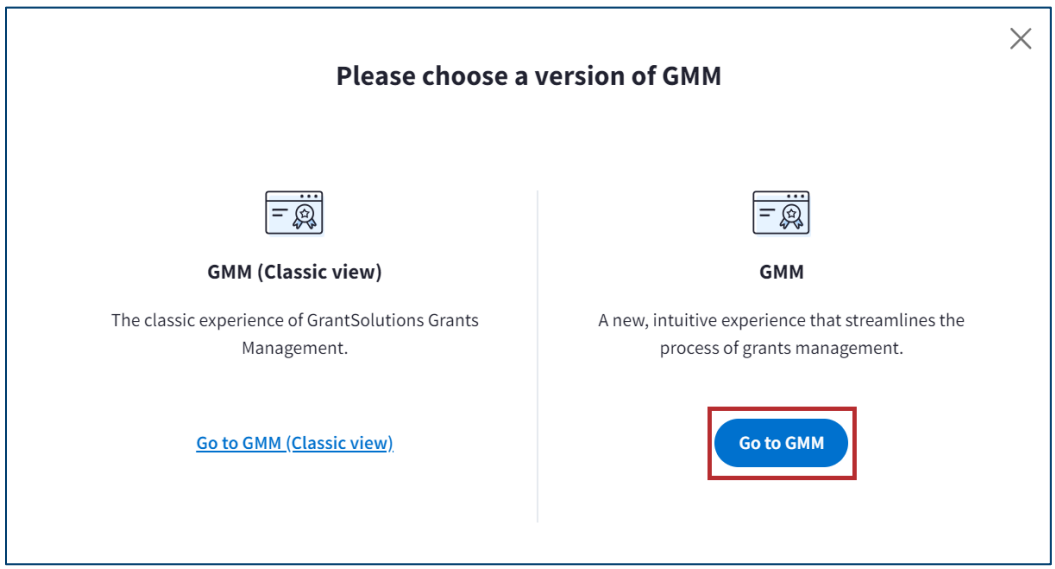
GRANTS DETAILS NAVIGATION:

To navigate to Grant Details, follow the steps below:

1. From the GrantSolutions "homepage", click the **GMM** button.



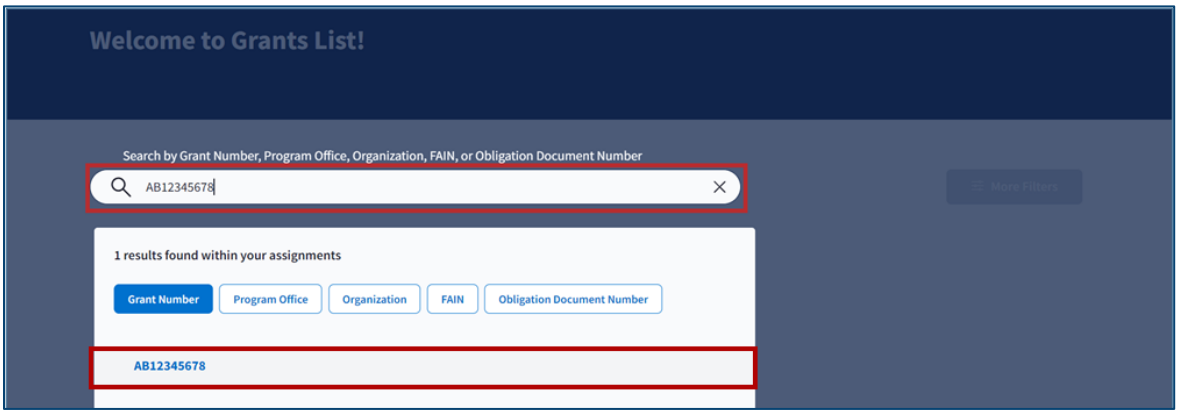
2. The "GMM Navigation" window appears. Click the **Go to GMM** button.



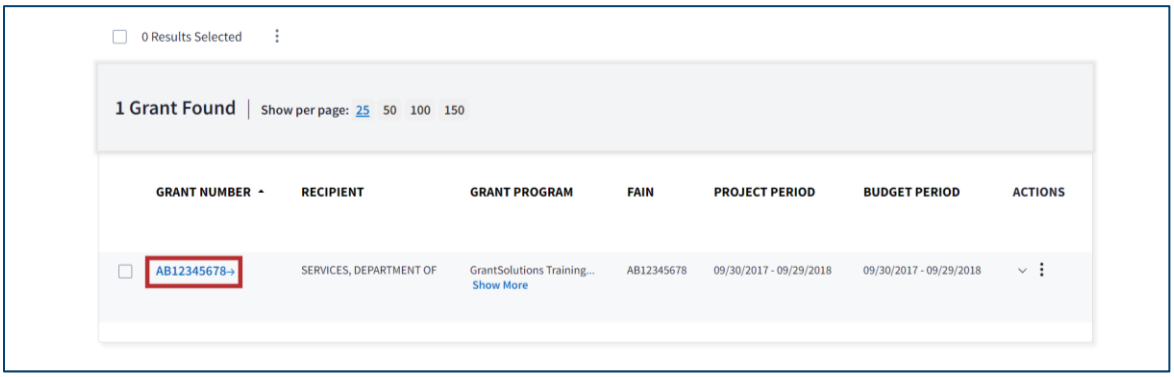
The “Grants List” screen appears.

3. From the “Grants List” screen, search for the grant number, then click the corresponding **grant number search result**.

Note: Users can search using a *Grant Number, Program Office, Organization, FAIN*, or *Obligation Document Number*. For more information about using the search field, refer to the “Grants List Search Quick Sheet”.



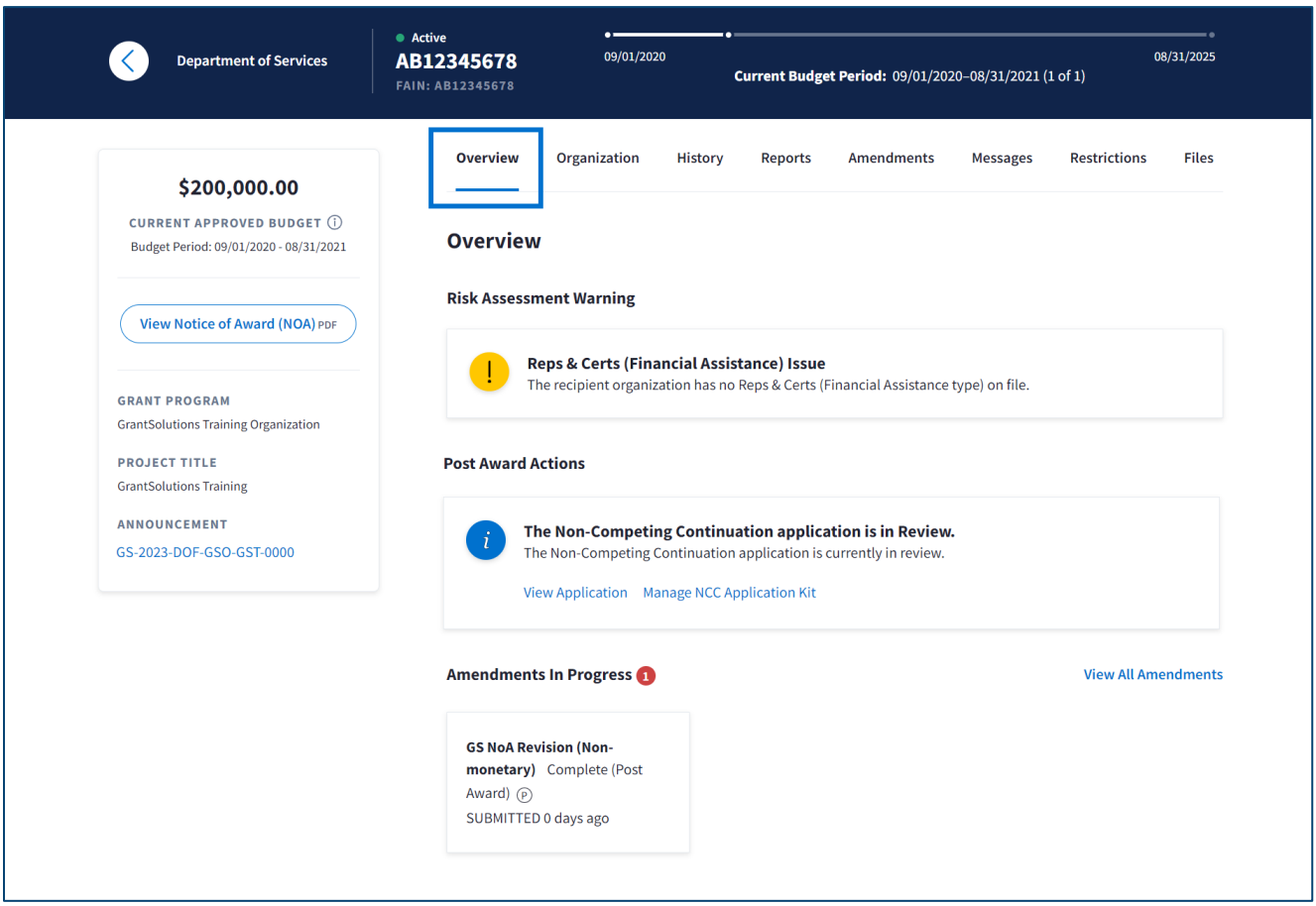
4. The grant results table appears. Click the **grant number** hyperlink.



GRANTS DETAILS TABS:

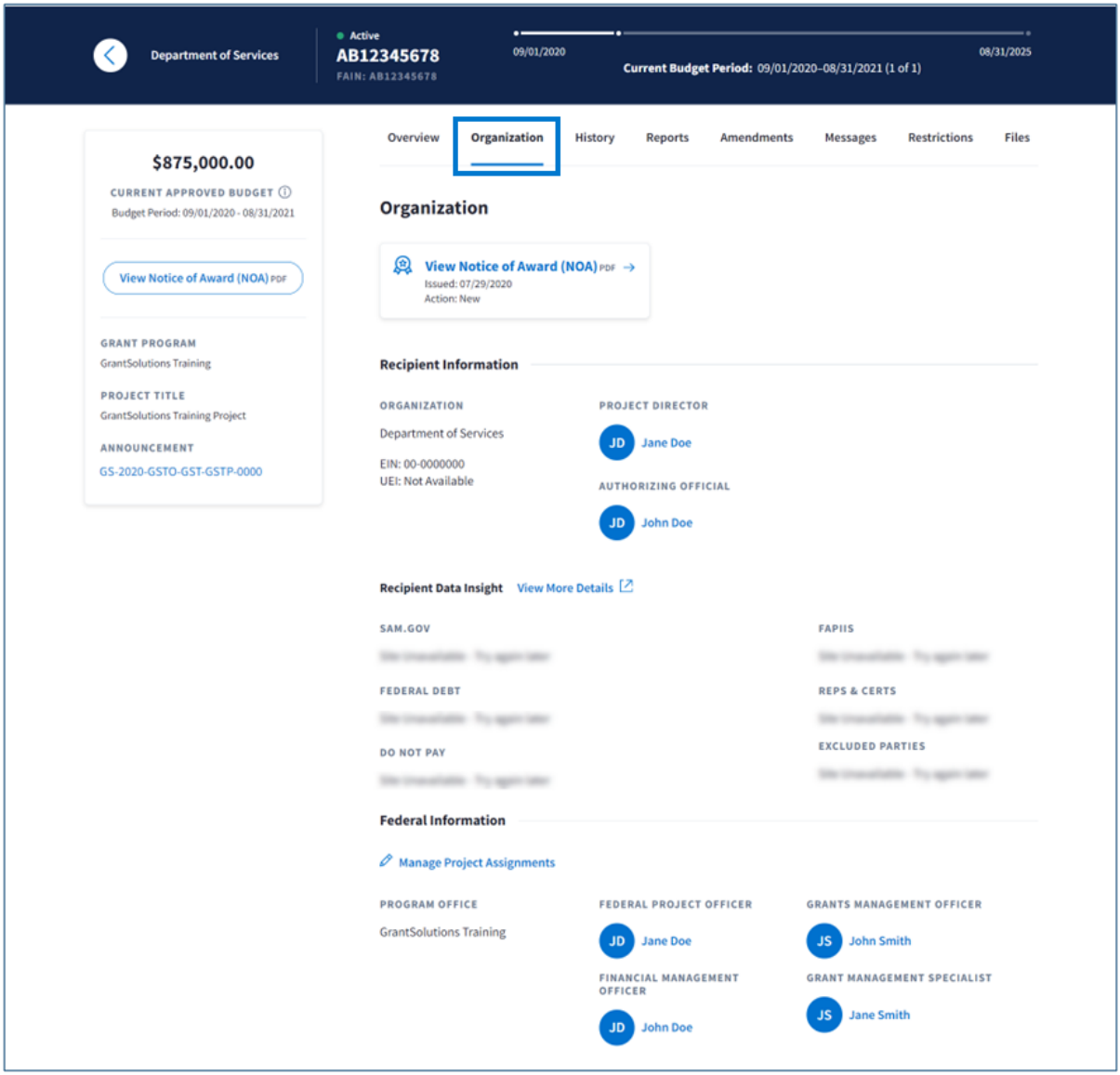
The Overview tab:

- ***Risk Assessment Warning*:** Notifies the user if the recipient has any reps & certs on file.
- ***Post-Award Actions*:** View the Non-Competing Continuation (NCC) application and manage the NCC application kit (if user has the appropriate role).
- ***Amendments in Progress:*** View the amendment type and status of up to 9 amendments in progress. Click *View All Amendments* to show all amendments managed in the account.



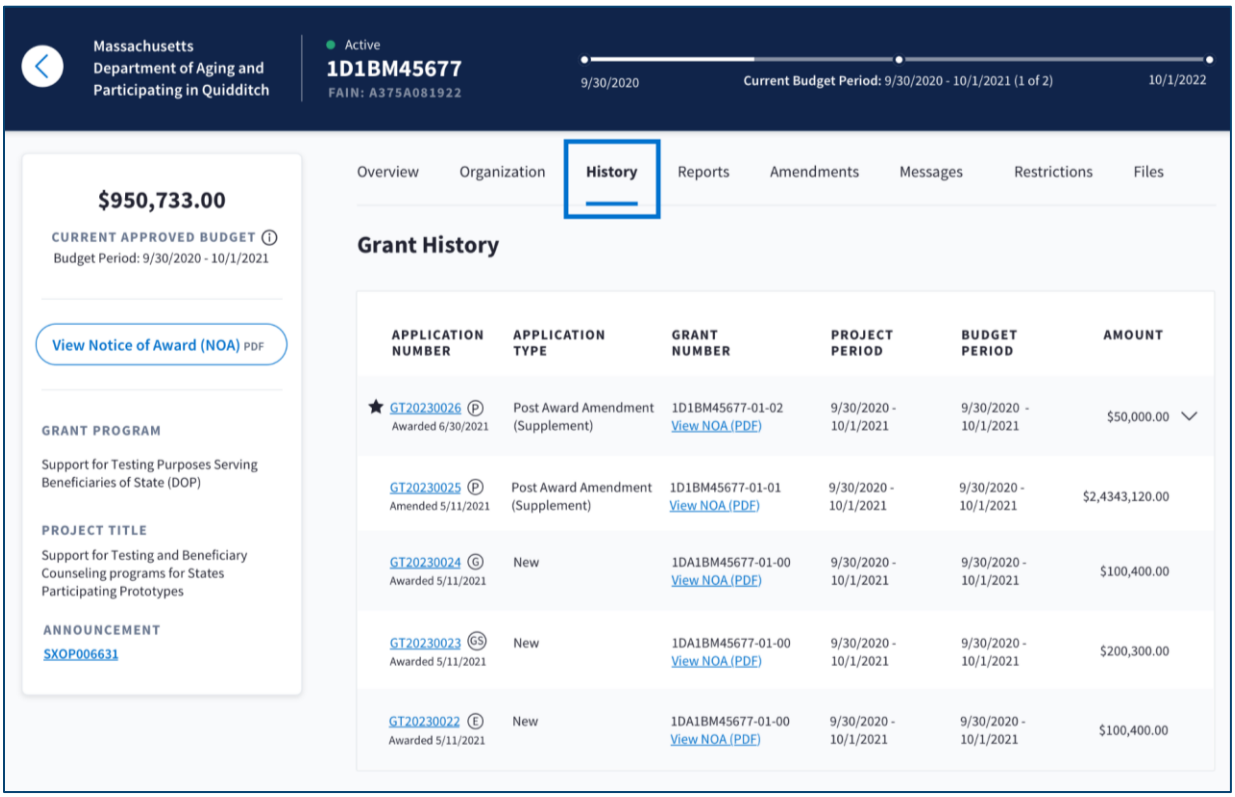
The Organization tab:

- ***View Notice of Award (NOA):*** View, save, or print a PDF of the NOA.
- ***Recipient Information:*** Recipient Organization, Project Director, and Authorizing Official contact information.
- ***Recipient Data Insight (RDI):*** Snapshot of the organization's risk factors and a link to the RDI website.
- ***Federal Information:*** Program Office, Federal Project Officer, Financial Management Officer, Grants Management Officer, and Grants Management Specialist contact information.



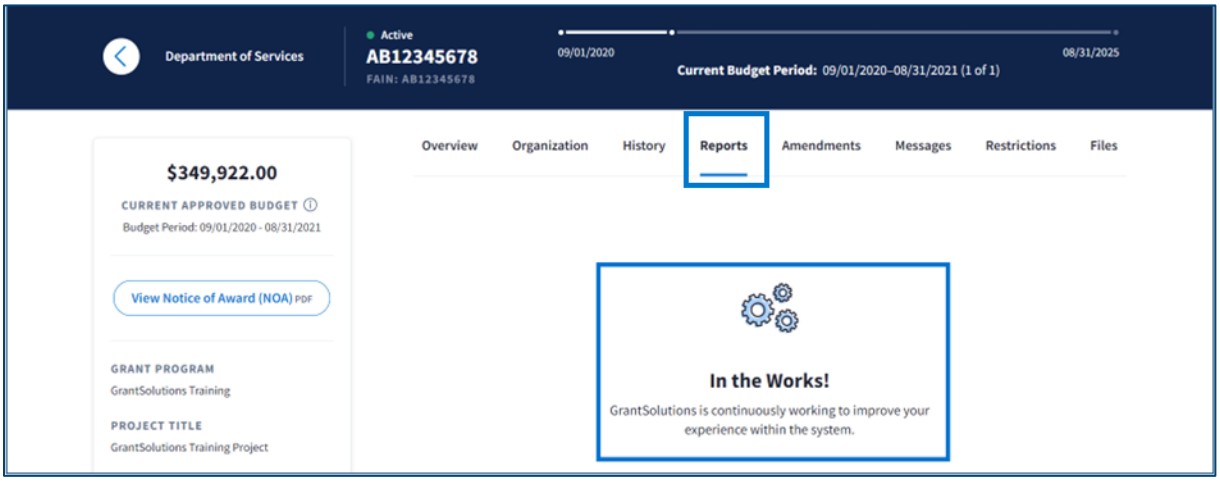
The History tab:

The *Grant History* table displays applications associated with Grant Number. Users can view the *Application Number, Application Type, Grant Number, Project Period, Budget Period*, and *Amount* rewarded.



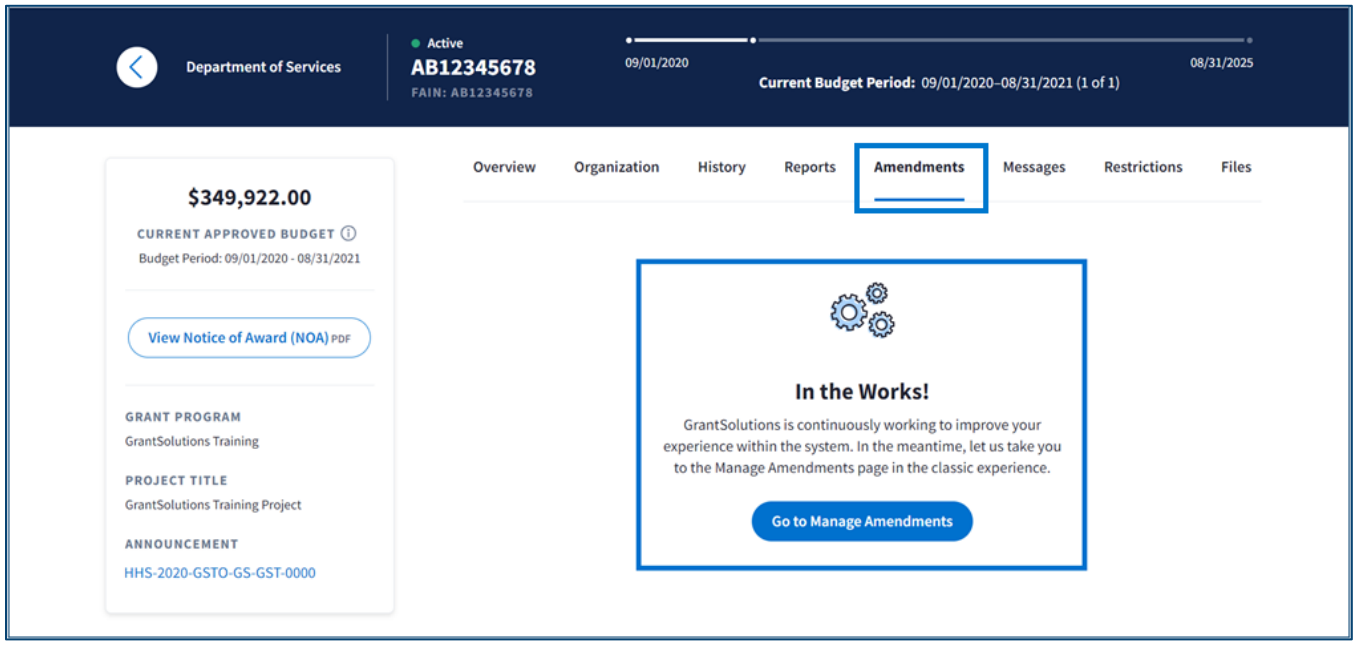
The Reports tab:

The "In the Works" message appears. The *Reports* tab is currently in development.

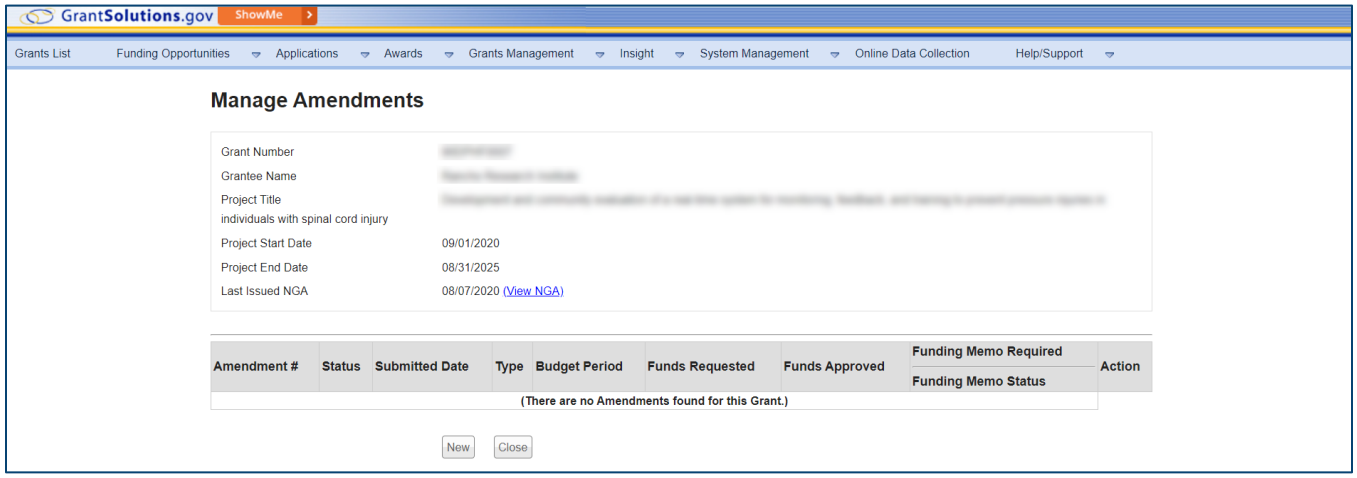


The Amendments tab:

1. The "In the Works" message appears along with the *Go to Manage Amendments* button. Click the **Go to Manage Amendments** button.

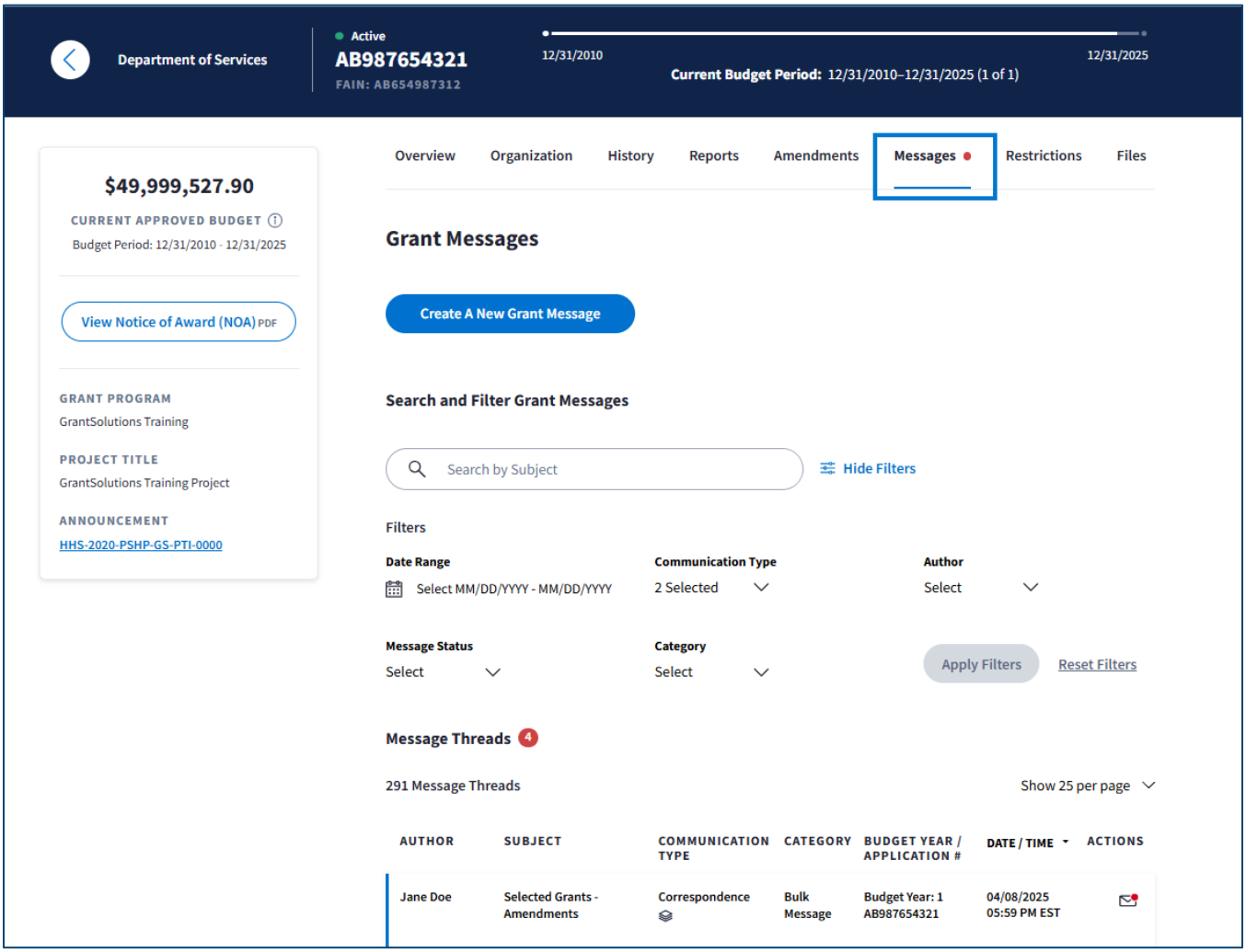


The "Manage Amendments" screen appears in a new tab.



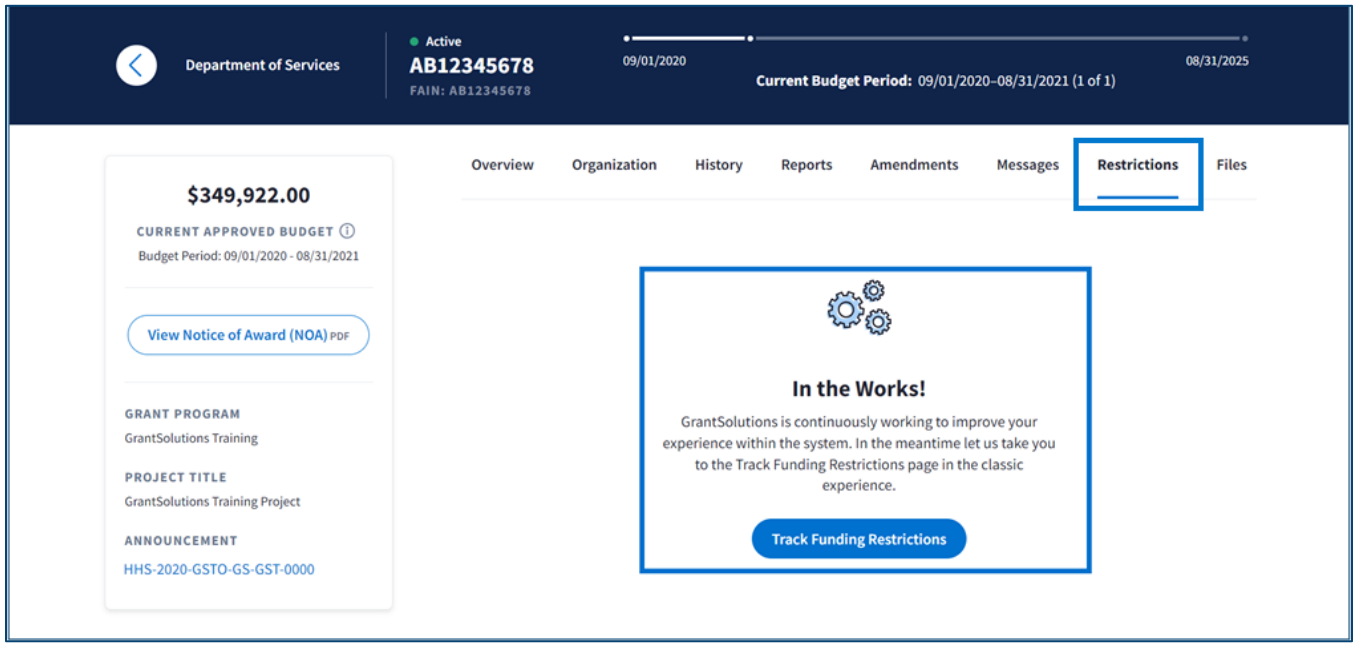
The Messages tab:

- ***Create a Grant Message* button**: Send grant messages to recipient or grantor users.
- ***Search and Filter Grant Messages****:* Search existing grant messages by subject; or filter grant messages by date, communication type, author, message status, or category.
- ***Message Threads****:* View, sort, and reply to message threads, which are an archive of original grant messages and their responses.

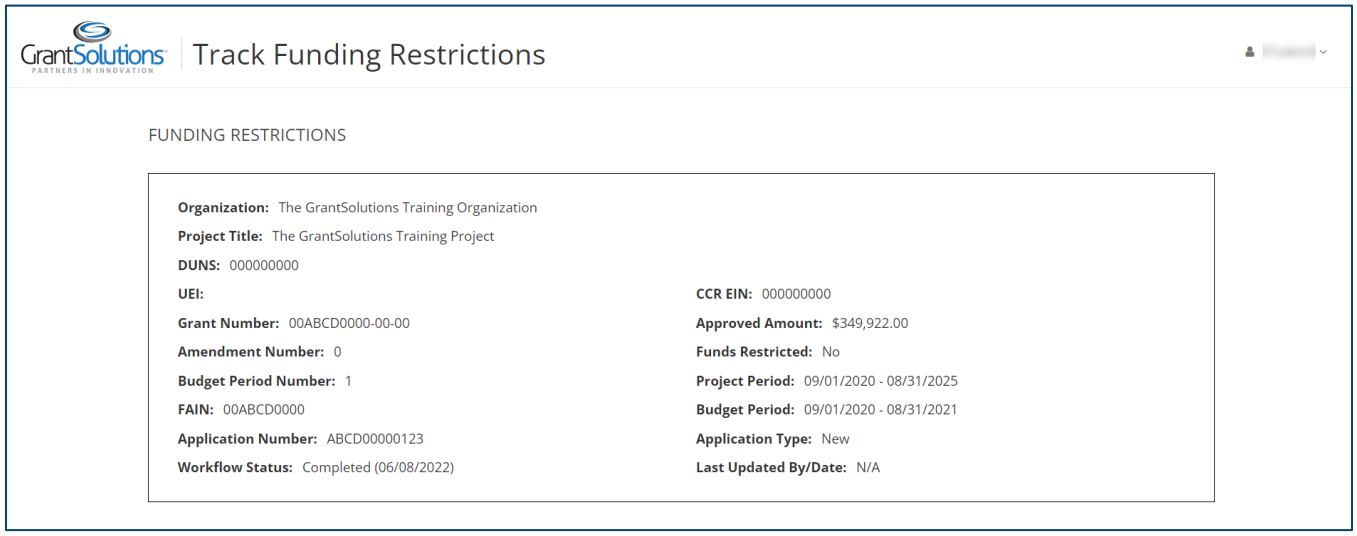


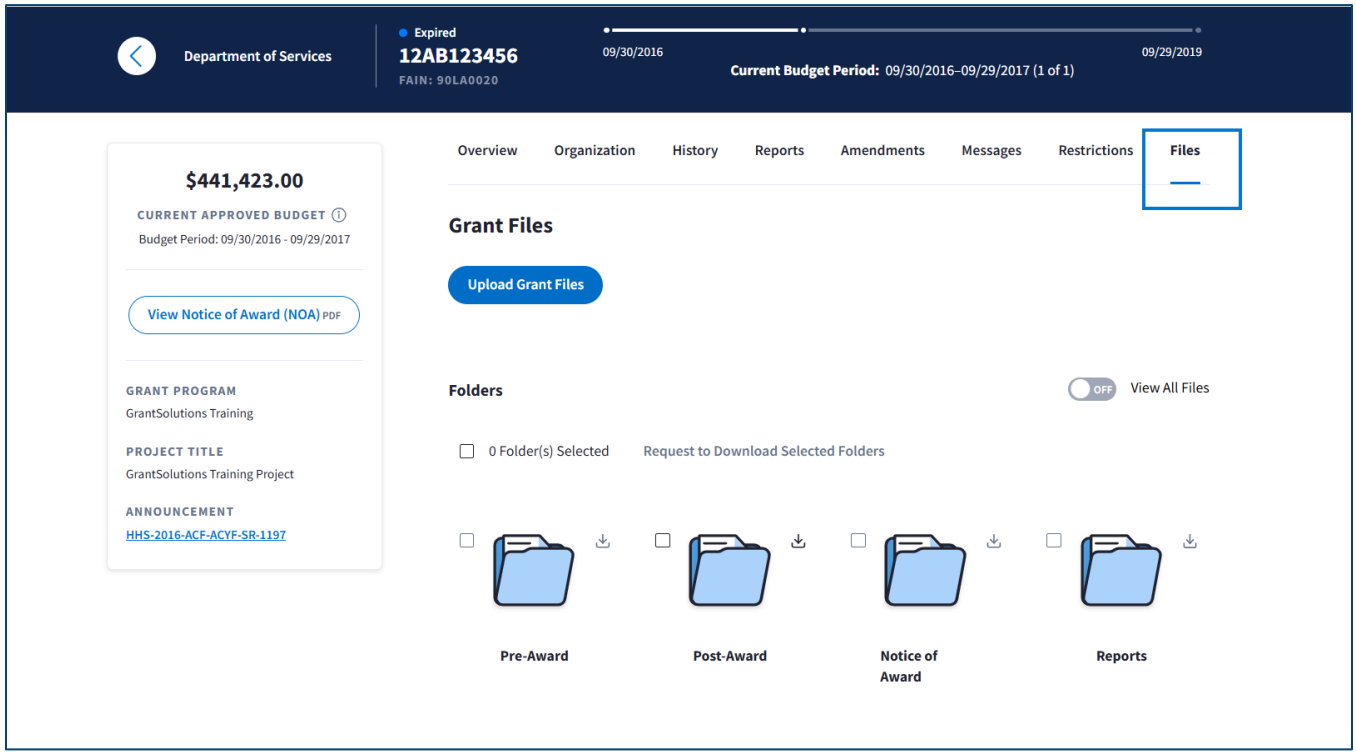
The Restrictions tab:

1. The "In the Works" message appears along with the *Track Funding Restrictions* button. Click the **Track Funding Restrictions** button to access.



The "Track Funding Restrictions" screen appears.



The Files tab:

- ***Upload Grant Files* button**: Upload files related to the grant to GrantSolutions.
- ***Download icon***: Download files related to the grant by folder, such as pre-award, post-award, Notice of Award, reports, risk management, and closeout.